

LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS AND FAMILIES (CSF) DEPARTMENT
JOB DESCRIPTION

Post Title:	Commissioning Manager – Children and Families
Grade:	MGB
Division / Section:	Commissioning, Strategy and Performance / Commissioning Team
Location:	Merton Civic Centre, Morden
Responsible to:	Service Manager Commissioning
Responsible for:	Participation Team
Post number	
Date	July 2013

Main Purposes

- 1.1. To undertake the effective operational commissioning of services for children, young people and their families in line with the commissioning intentions of Merton's Children's Trust; Merton's Education Partnership and Merton council's Children, Schools and Families Department.
- 1.2. To lead on the commissioning of services in one or more of the following specialist areas:
 - Early Intervention and Prevention Services
 - Preventative services for Children with Disabilities
 - Prevention of Care Services (including crisis intervention services)
 - Alternative Education Services
 - Post 16yrs Education and Training Provision
 - Youth Services including borough wide positive activities and locality-based youth provision
 - Teenage Pregnancy Prevention and Support Services
 - Drug and Alcohol Services for young people
 - Public Health Nursing (Health Visiting and School Nursing) Services
 - Children and Young People Obesity Intervention Services
 - Advocacy Services for Looked After Children
 - Young People's Participation ensuring all aspects of the commissioning cycle are addressed including the identification of needs, development of clear and specific specifications, procurement of services, monitoring and evaluation, service development .

- 1.3 To gain expert knowledge of one or more of the service areas identified above, models of service provision and the provider 'market' to inform commissioning activity.
- 1.4 To ensure that all aspects of the commissioning cycle are managed and undertaken effectively including the identification of needs; development of service specifications; procurement of services; monitoring and evaluation; service/market development.

2. Main Duties and Responsibilities

- 2.1. To be responsible for the effective operational commissioning of a range of children and young people's services – leading on specific areas as required and as agreed with the postholders.
- 2.2. To undertake needs analysis, gain market intelligence and contribute to policy/strategy development to inform commissioning decisions.
- 2.3. To develop service specifications that meet recognised standards and which contain appropriate performance management and quality assurance mechanisms.
- 2.4. To commission services through use of appropriate procurement methods and in line with contract Standing Orders; Financial Regulations and EU procurement regulations.
- 2.5. To undertake contract monitoring ensuring compliance with specifications and quality standards, including on behalf of third parties where the council has been asked and has agreed to do so.
- 2.6. Where agreed outcomes are not being achieved by providers, to provide appropriate advice, guidance and challenge to ensure compliance with contract terms.
- 2.7. To ensure payments to providers of commissioned services are made appropriately in line with Financial Regulations and other arrangements eg Merton Compact.
- 2.8. To manage effectively budgets allocated to the postholders and comply with council budget monitoring arrangements.
- 2.9. To support and facilitate the involvement of children, young people and their families to ensure that their views inform commissioning decisions and the shaping of service delivery.
- 2.10. Within the context of Merton's Children's Trust and Education Partnership to establish and sustain effective partnership arrangements with senior and service managers and with Headteachers to ensure effective commissioning of services and to ensure that commissioned services make appropriate contributions to wider service delivery.
- 2.11. To contribute to strategic needs analysis and planning eg Joint Strategic Needs Assessment and Children and Young People's Plan.
- 2.12. To identify and exploit alternative funding opportunities to maximise the number and range of commissioned services – eg specific grants; pilot funding; ESF grants etc.
- 2.13. To contribute to the development of the local market via capacity building and partnership development including with the local community and voluntary sector and within sub-regional partnership arrangements.

- 2.14 To develop and manage the participation agenda on behalf of the department, including line management of the current participation team; recruitment, development and deployment of Young Advisors and Young Inspectors.

3. General Duties

- 3.1. To represent the local authority in a wide variety of circumstances including internal meetings, meetings with other statutory and non-statutory bodies, public meetings, cross-agency fora and consortia.
- 3.2. To prepare reports for senior managers within the local authority and Children's Trust Board.
- 3.3. To deputise for the Service Manager as required.
- 3.4. To be aware of and understand the Council's Equal Opportunities Policies and ensure that at all times the duties of the post are carried out in accordance with these policies.
- 3.5. To adhere to relevant local authority policies and procedures including financial regulations, HR policies and procedures, Equal Opportunities, Health and Safety, information governance and complaints.
- 3.6. To undertake any other duties of an appropriate level as may be required from time to time by the Service Manager Commissioning.